



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72030618R10021**

**ISSUANCE DATE:** May 21, 2018

**CLOSING DATE/TIME:** June 04, 2018

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (Economic Growth) FSN-11 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [kblAIDHR@usaid.gov](mailto:kblAIDHR@usaid.gov).

Sincerely,

David Smale  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72030618R10021**
- 2. ISSUANCE DATE: May 21, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 04, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Management Specialist (Economic Growth) - (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-11 (Step 1 – 13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extension up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The position is located in the Office of Economic Growth (OEG), one of six technical offices in the USAID/Afghanistan Mission. Under the general supervision and technical guidance of the OEG Director or his/her designee the incumbent serves as a program manager, cognizant technical officer, and the Mission's senior professional specialist with particular emphasis on economic growth and economic structural reforms. The incumbent is recognized as the Mission's senior expert and principal Cooperating Country National (CCN) advisor to Mission's senior management on issues of private and public economic sector development, including; financial services; banking and commercial law; business development (ranging from the commercial legal and regulatory framework to tax and customs procedures); trade policy reform and customs; and micro, small and medium-sized enterprise growth.

The incumbent is expected to operate and carry out duties with a high degree of independence, and provide technical assistance to development programs as necessary. The incumbent serves as Contracting/Agreement Officer Representative (A/COR), , Alternate C/AOR, and/or Activity Manager for OEG projects as requested by the Office Director or Technical Team Leaders. C/AOR responsibilities may include programs with an annual

expenditure rate of \$50 million/year, with cumulative life-of-project budgets valued \$200 million. The incumbent serves as mentor for Afghan colleagues in OEG and throughout the mission on economic growth issues.

The incumbent is responsible for designing, managing, and evaluating complex, multi-million dollar USAID initiatives promoting economic governance and private sector development. The incumbent performs a variety of complex functions related to research, planning, programming, reporting, etc. to support implementation and coordination of economic development assistance projects and programs. The incumbent maintains close donor coordination and develops high level contacts. As such, this position entails a substantial degree of demanding representational work at high levels with the Government of Islamic Republic of Afghanistan (GIROA) and with senior U.S. officials. The incumbent is required to work closely and collaboratively with other donor agencies, senior Mission management, the U.S. Embassy, and USAID/Washington staff.

## **2. Statement of Duties to be Performed**

### **Representational, Advisory, and Senior Leadership:**

- As a senior advisor on economic growth development matters, the incumbent is a recognized expert in the economics and/or business fields and provides strategic, technical, and organizational expertise as well as leadership in economic sector development and financing. The incumbent is frequently called upon to advise top office and embassy staff on a wide array of economic growth issues. The incumbent maintains close donor coordination and develops high level contacts. The incumbent designs and implements USAID-funded assistance.
- Monitors program strategies and provides periodic updates on the GIROA's development and execution of its economic policies. Analyzes the degree to which the objectives of USAID/Afghanistan's economic growth programs are being met. Directly, and with the assistance of colleagues, collects and analyzes data to determine those areas in which USAID/Afghanistan assistance would have the greatest impact. In this regard, the incumbent must be able to reconcile sometimes differing U.S. and Afghan Government objectives and cultural propensities. Presents strategic and programmatic findings in a clear and concise manner (verbally and in writing) to a wide range and high level audience; including Department of State personnel, new USAID employees, and USAID superiors (Office Directors, Office Deputies, and the Front Office).
- Formulates Mission strategies, operational plans, and new concept papers that promote sound economic growth practices and internationally recognized standards that are consistent with USAID and Department of State (DoS) programming guidance. Provides advice to the Office Director and Mission Director/Deputy Director for use in modifying programs.
- Identifies suitable opportunities which may increase Afghan government and private sector contributions to economic growth in areas where USAID assistance can have an impact. Such activities could include policy dialogue, major alliances with new partners, and coordinated approaches with other major donors like the World Bank or European Union (EU) programs. Promotes expansion of effective strategies and approaches that

can expand coverage and quality of economic services. The incumbent assists in negotiations with host country government on project design and implementation, ensuring that host country officials at the highest level are apprised of program progress. These responsibilities require the incumbent to demonstrate highly developed professional judgment, with a high level of inter-personal skills and diplomacy, and to provide technical direction and management oversight.

- Develops and sustains close, collaborative, and professional relationships with senior government officials, key business leaders, other major donors, international organizations, and leading economic development research institutions. Convenes strategic partners' meetings designed to build synergies between USAID and other donor organizations.

### **Activity Management**

- Advises and supports one or more economic development activity, including detailed information gathering, project design, management, and monitoring. The position requires initiative and the exercise of independent judgment in activity planning and the identification of problems and required follow up actions. The incumbent interacts with project managers of several contractors, advisors, and identified host country counterparts. Specific responsibilities include:
- Manages projects from inception to completion, and is responsible for all facets of project design and development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.
- Upon completion of required USAID training, serves as A/COR and/or alternate A/COR for one or more major projects with funding levels ranging from \$10 million to \$100 million.
- Manages contractor staff and coordinates assigned activities and projects. Coordinates with contracting and contracted personnel to drive projects to completion.
- Reviews proposals/requests for approval in association with host country counterparts, determines their suitability for project financing.
- Performs all functions related to new project design/development in order to orient project focus in priority areas and areas of emerging needs.
- Conducts technical analysis independently and/or as a member of a team. Develops cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment.
- Manages the schedules of projects as a representative of USAID in Afghanistan.
- Drafts necessary documentation and leads reviews related to project amendments, project contracting, standard, USAID reports, and project outreach and communication.
- Reviews contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- Provides project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on EG activities.
- Reviews project reports, conducts site visits, and engages in written and oral communications with project participants and contractors.

### 3. Supervisory Relationship

Under the overall direction of the OEG Director, or his/her designee, plans and carries out day to day management of his/her portfolio with a high degree of independence. Assigned duties demand innovative thinking, sound judgment, personal initiative, and the ability to assume increasing responsibility and authority. Meet regularly with the OEG leadership to discuss status of projects and related activities.

### 4. Supervisory Controls

None.

## 10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

## 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## 12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

**Education:** Bachelor's degree in the field of economics, management science, business administration, finance, marketing, or international development. (Education requirement must be met at the time of application for the subject position).

**Work Experience:** At least five (5) years of economic growth development experience with multi-lateral or bi-lateral organizations, including at least two (2) years as program manager for a large economic growth development project is required.

Three (3) to five (5) years' experience is required of handling a range of managerial tasks (e.g. monthly/yearly plans and objectives, staff control and development, budgetary control, service enhancement, managing projects). Experience in the programmatic areas of business

development services, trade technologies, competitiveness, and advocacy against constraints to business, public-private partnerships, and economic growth-enabling national economic governance policies (for example, registration, permits and licensing) is required. A thorough understanding of major problems frequently faced by transition economies and hands-on experience is valuable. (Work experience requirement must be met at the time of application for the subject position).

**Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).

**Knowledge:** The incumbent must be able to demonstrate knowledge of program management, particularly in the Afghanistan context, and a clear understanding of the policy, regulatory and organizational issues that are involved in various sectors related to economic growth. Thorough knowledge of U.S. Government legislation relating to development assistance and USAID programming policies, regulations procedures and documentation is essential.

**Skills and Abilities:** Incumbent must have the ability to organize, analyze, interpret, and evaluate data relevant to economic growth projects and programs; the ability to communicate clearly, concisely, and effectively with all levels of personnel, both within USAID/Afghanistan and outside; the ability to prepare informative written reports and presentations for various purposes; the ability to function as part of a team; and proficiency in using MS Office Suite of products. Demonstrated ability to establish and maintain high-level contacts in the Afghan Government, donor organizations, bilateral and multilateral agencies, private-sector organizations, and educational institutions. Proven, demonstrated ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required.

### **III. EVALUATION AND SELECTION FACTORS**

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- |                        |                   |
|------------------------|-------------------|
| • Work Experience      | 40 points         |
| • Knowledge            | 30 points         |
| • Skills and Abilities | 30 points         |
| Maximum Points:        | <b>100 points</b> |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

### **IV. PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line: **Project Management Specialist (Economic Growth) (SOL#: 72030618R10021)**.

Offers must be received by the closing date and time specified in **Section I, item 3**.

## **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174)  
[https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

### **Note:**

- Ø Only short-listed candidates will be notified.
  - Ø This vacancy is open only to Afghan Nationals.
  - Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
  - Ø No in-person appointments or telephone calls will be entertained.
  - Ø Applications submitted as .RAR file will not be accepted by the system
  - Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
  - Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result to the disqualification of their application from further consideration.
  - Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
2. Offers must be received by the closing date and time specified in **Section I, item 3**.
  3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

## **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.



**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.